

Uniform Business Office Advisory Working Group Charter

1. PURPOSE

The Uniform Business Office (UBO) Advisory Working Group (AWG) reports to the TRICARE Management Activity (TMA) Resource Management Steering Committee (RMSC). The AWG serves as the advisory body for developing and recommending the strategic direction for the RMSC for the Third Party Collection Program (TPCP), Medical Affirmative Claims (MAC) facility support, and Medical Service Accounts (MSA) programs for Army, Navy, and Air Force fixed military treatment facilities (MTFs) funded by the Defense Health Program. Operational decisions and policies regarding UBO programs are established by TMA with input from the AWG. Additionally, the AWG reviews and recommends effective processes to identify, review, validate, and prioritize functional changes and business process improvements to support of MTF revenue cycle management activities.

The UBO AWG members are billing subject matter experts (SMEs) for TMA and the Services. The AWG will assist TMA to ensure that billing business practices and processes are standardized and in compliance with legal requirements. This includes developing and assisting in determining new functional system requirements or modifications of existing functional system requirements of the MTF information management systems' Composite Health Care System (CHCS), the Ambulatory Data Module (ADM), Third Party Outpatient Collection System (TPOCS), the Patient Accounting System's (PAS) Coding Compliance Editor (CCE), and the future Charge Master Based Billing (CMBB) System, and any other designated UBO billing system. The AWG provides input into training curriculums to sustain UBO program operations.

The AWG will address, but not be limited to the following:

- Identifying key policy and legal issues to assist the Services and their MTFs to improve collections.
- Monitoring and overseeing UBO initiatives to assist providing the RMSC with status briefs.
- Improving business processes to increase collections.
- Overseeing coding and billing audit and compliance issues.
- Analyzing and reviewing DoD Inspector General, Army Audit Agency, Navy Inspector General, Air Force Inspector General, and other external agency findings to ensure adequate, timely follow-up and resolution.

- Initiating or recommending approval of UBO related functional System Change Requests (SCRs) and System Incident Reports (SIRs) submitted by the Services and their MTFs to improve performance of the systems.
- Recommending new UBO functional requirements to the UBO Program Manager as needed. As necessary, the UBO AWG will coordinate and maintain communication with affected Automated Information System (AIS) technical and functional program managers and SMEs to ensure successful, timely, and effective integration of UBO related interfacing requirements.
- Recommending effective training plans to improve collections. These plans will focus on all aspects of revenue cycle management to include identification of patients with and collection of other health insurance (OHI), verification and follow-up on claims, appropriate internal management controls, and the proper accounting of collections.

2. MEMBERSHIP

TMA UBO Program Manager	Principal Member (Chairman)
Army UBO Program Manager	Principal Member
Navy UBO Program Manager	Principal Member
Air Force UBO Program Manager	Principal Member
TMA Deputy Program Manager	Principal Member
Army legal representative	Non-voting Member
Navy legal representative	Non-voting Member
Air Force legal representative	Non-voting Member
Service Automated Information System SMEs	Non-voting Members
TPOCS Program Manager	Non-voting Member
TMA and Service SMEs (CITPO, RITPO, TMA/IM, UBU Chair, MMIG Chair)	Non-voting Members
Contract support, as required	Non-voting Members

3. ROLES OF MEMBERS

The Chairman is responsible for coordinating all UBO AWG activities and the overall management and execution of the AWG initiatives. The Chairman will:

- Promulgate final UBO policies, guidance and procedures.
- Routinely work and coordinate UBO issues with AIS functional managers concerning needs for UBO system(s).
- Participate in the AWG as required.

- Distribute assignments.

The Principal Members will be responsible for reviewing, coordinating, and developing requirements, policies, and guidance for the UBO program. This includes the TPCP, MAC, and MSA business rules and operations. The Service UBO Managers will represent their Service position on these matters and are responsible for reporting AWG activities to their Service RMSC principal and their leadership, as appropriate.

Other members will perform tasks and provide input as requested by Chairman.

4. MEETINGS

Meetings will be held at least quarterly and at the call of the Chairman. If a Principal Member is unable to attend, the Principal Member will designate an alternate.

A recorder will prepare minutes. A draft will be distributed to the AWG within 10 business days after the meeting concludes. AWG members will submit their comments to the minutes within 5 business days after receipt of the draft. Once approved, the final minutes will be distributed to the AWG.

5. DELIVERABLES

Minutes will be kept of all meetings and, once approved by the AWG, submitted to the TMA RMSC.

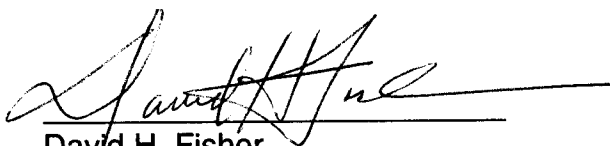
The Service member representing the entity submitting the SCR will present the SCR to the AWG. Members will advise on the necessity and priority of the SCR. The disposition of SCRs will be included in the minutes.

Development of standardized compliance, audit, and education materials, as applicable.

Development of DoD policy memorandums, to clarify policy issues and provide guidance to the Services on the TPCP, MAC, MSA, compliance, and other such issues.

6. DURATION OF THE ADVISORY WORKING GROUP

The authority to convene this AWG automatically expires five years from the date this document is signed.




David H. Fisher

Director, Management Control and Financial Studies

29 APR 05

Date



John Kokulis

Chief Financial Officer, TMA

5/2/05

Date